



Good Samaritan Health Center of Cobb

Medical Assistant- Bilingual Spanish (Required)

COMPANY OVERVIEW: Good Samaritan Health Center of Cobb exists “to spread the love of Christ by providing quality healthcare to those in need,” based on the recognition that medical bills and unexpected dental emergencies are a root cause of financial hardship, family instability, and diminishing quality of life.

SUMMARY OF DUTIES: Responsible for preparing the patient for exams, assisting during treatments, coordinating diagnostic tests and follow up care, and recording treatment in the medical record. Demonstrates competency and skills to serve patients of all ages including child, adolescent, adult, and geriatric populations. Performs other duties as necessary related to front office and laboratory testing. This position is a liaison between the patient, the patient’s family, and the health care providers.

SUPERVISION RECEIVED: Reports to advanced practice provider, clinical lead, or nurse supervisor and provides patient care under the physician’s direction.

PRIMARY RESPONSIBILITIES:

- Can fulfill the clinic’s mission to spread the love of Christ through quality healthcare to those in need while performing their job functions.

- Prepare equipment and rooms and aid providers with treatment of patients

- Appropriately obtain and record vital signs, vision, and hearing screenings

- Obtain patient history

- Obtain health screenings using provided assessment tools

- Maintain order, readiness, and cleanliness of exam rooms

- Administer injections as ordered by a provider

- Properly start lab equipment daily and maintain necessary daily logs and documentation

- Perform routine venipuncture

- Perform EKGs, spirometry, and CLIA waived tests

- Perform daily quality control and cleaning procedures according to guidelines

- Clean and sterilize equipment using autoclave if applicable

- Follow protocols for clinical measures

- Be familiar with emergency equipment and participate in medical emergencies

- Provides relationship-based patient centered care that is consistent with population specific characteristics in a manner that adapts service delivery to reflect an understanding of cultural diversity

- Coordinates the delivery and documentation of safe quality patient care that promotes the professional care delivery model
- Promotes evidence-based practice regarding safe, quality patient care
- Assist nursing leadership in maintaining inventory of all medical equipment and ordering and stocking supplies as needed
- Cross train other team members
- Complete all initial and ongoing professional competency assessments and required mandatory education
- Upholds all organizational policies and procedures including legal and regulatory requirements
- Consults appropriate experts and uses appropriate resources and evidence to address practice questions
- Supports efficient and effective use of human and material resources and performs other duties as assigned
- Ensure excellent service standards and maintain high customer satisfaction with all internal and external Good Samaritan of Cobb customers

The job holder must demonstrate current competencies applicable to job position.

EDUCATION:

- High school diploma or equivalent
- Graduate of an accredited medical assistant program (preferred)
- Current medical assistant certification or registration (preferred)
- Phlebotomy certification preferred, and/or will provide training

EXPERIENCE: Minimum of one year work experience in an outpatient/ambulatory setting (required)

REQUIREMENTS: Basic Life Support (BLS) certification

KNOWLEDGE:

- Knowledge of health care field and medical specialty
- Knowledge of specific assisting tasks related to particular medical specialty
- Knowledge of information that must be conveyed to patients and families of diverse backgrounds
- Knowledge of x-ray procedures and protocols
- Knowledge of laboratory techniques to perform routine laboratory testing

- Knowledge of laboratory equipment and testing to operate, clean and sterilize
- Knowledge of phlebotomy techniques

SKILLS:

- Performing assistance tasks appropriately
- Diplomacy and tact in interpersonal interactions
- Understanding of patient education needs by effectively sharing information with patients and families of diverse backgrounds
- Operating a variety of laboratory instrumentation
- Organized and attentive to detail
- Hold basic computer skills and optimize the use of technology to support clinical care

ABILITIES:

- Ability to learn and retain information regarding patient care procedures.
- Ability to project a pleasant and professional image.
- Ability to plan, prioritize and complete delegated tasks.
- Ability to communicate effectively in a team environment
- Ability to demonstrate compassion and caring in dealing with others in a way that supports the Center's mission to share the love of Christ through quality healthcare to those in need.

ENVIRONMENTAL/ WORKING CONDITIONS:

- Combination of medical office and exam / procedure room setting which is a well-lighted, well-ventilated, adequate space.
- Frequent exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic environment.
- This position is classified as a Category 1 position under OSHA guidelines with high risk of exposure to blood-borne pathogens and other potentially infectious materials.

PHYSICAL/ MENTAL DEMANDS:

- Must be able to use appropriate body mechanics techniques when making necessary patient transfers and helping patients with walking, dressing, etc. Must be able to lift up to 40 pounds.
- Hearing / Speaking: Effective communications with patients, staff and visitors.
- Standing: 40% of the workday

- Sitting: 20% of the workday
- Walking: 30% of the workday
- Lifting: 10% of the workday

This description is intended to provide only basic guidelines for meeting job requirements.

Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

JOB TYPE:

- Full-time
- 36-40 per week
- Monday-Friday

BENEFITS:

- Health insurance
- Life insurance
- Paid time off
- Vision insurance

MEDICAL SPECIALITY: Primary Care

Work Location: In person